



## POLICIES / CHARTER

<b>TITLE:</b>	<b>NONHIGHWAY AND OFF-ROAD VEHICLE ACTIVITIES PROGRAM ADVISORY COMMITTEE (2003 – 04)</b>
<b>POLICY NUMBER:</b>	<b>POLICY 06.04</b>
<b>REFERENCE:</b>	<b>RCW 46.09.280 [Committees], WAC 286-04-065 [Project evaluations], 286-13-030 [Application review], WAC 286-26 Nonhighway and Off-road Vehicle Funds].</b>
<b>EFFECTIVE DATE:</b>	<b>July 10, 2003</b>
<b>SUPERSEDES:</b>	<b>None</b>
<b>APPROVED:</b>	

### **1-CREATION & PURPOSE**

A Nonhighway and Off-Road Vehicle Activities (NOVA) Program 2003-04 Advisory Committee is established to provide counsel and review on NOVA matters, including related:

- Policies
- Project Selection
- Legislative Issues.
- Procedures
- Statewide Planning

In fulfilling this purpose, the Advisory Committee counsels IAC's Director in implementing the NOVA Program by developing and applying program procedures, recommending projects for funding, and providing other technical assistance and project review. The Advisory Committee uses the project selection process adopted by IAC's Board to evaluate and rank grant requests. Evaluations of grant requests by the Advisory Committee are considered as advice when formulating the staff recommendation to the Board.

This policy shall be updated not later than July 2004 based on the recommendations submitted to the Washington State Legislature as required by 2SHB1698.

### **2-ADMINISTRATION**

IAC's Applied Planning Section Manager is the staff liaison to the Advisory Committee and provides administrative support, including meeting arrangements and summaries, information on issues, and grant requests.

### **3-MEMBER DUTIES**

In addition to representing the interests and views of their respective activities, Advisory Committee members are responsible for helping to achieve NOVA Program policies, goals, and objectives. These are as established in this charter, program manuals, and other rules and documents.

An Advisory Committee member may not have a NOVA Program project-related conflict of interest. Such conflicts can arise when a member or person related to a member (agent, family member, partner, etc.) uses this position for financial or other gain. For example, an ethical or legal conflict of interest might arise if a member:

- Has a financial or business interest in a project *or*
- Uses his position as a member to secure a special privilege/ exemption, or
- Receives compensation, a gift, or favor that could reasonably be expected to influence or reward the action or inaction as a member.

Advisory Committee members must report to the staff liaison any NOVA project-related conflict of interest.

#### **4-MEMBERSHIP**

*PERSPECTIVES.* The Advisory Committee shall include persons whose recreational pursuits are affected by NOVA funding. That is, nine members representing the following primary recreational interests:

- 3 ORV (off-road motorcycle, ATV, or four-wheel drive)
- 2 Hiking (hiker, backpacker, climber, etc.)
- 1 Mountain bicycling
- 1 Equestrian
- 2 With one or more of the following recreational interests associated with fuel used on nonhighway roads:
  - Hunting/fishing
  - Driving for pleasure/sightseeing
  - Wildlife viewing
  - Camping
  - Picnicking
  - Gathering (wood, berries, mushrooms, etc.)
  - Boating (kayak, canoe, motor boats, etc.).

*ATTRIBUTES.* IAC shall seek Advisory Committee members who:

- Are knowledgeable and experienced in the activities and issues that relate to the NOVA Program.
- Are available for and have a high interest in Advisory Committee participation.
- Are willing to declare a primary NOVA recreation interest (for example, hiker, mountain bicyclists, etc.).
- Work for win-win solutions while still advocating for their primary NOVA recreational interest.
- Are interested in more than one NOVA activity and demonstrate an appreciation and understanding of the views of other recreationists.
- Work for the greater good of the program and not from a narrow view.
- Demonstrate an ability to be creative in seeking solutions.
- Have an interest in and a facility for working with public policy issues.

*TERMS.* While assisting with development of the recommendations called for in 2SHB 1698, and other activities, the nine committee members are appointed to an initial term not to exceed one year (starting August 2003), and may be eligible for reappointment.

*STANDING.* Advisory Committee members have equal status and share fully in all activities and duties (except as to the ORV permit fees described under RCW 46.09.110 and 46.09.280), including voting.

*REMOVAL.* The Director may dismiss any Advisory Committee member for such reasons as lack of participation in Committee activities, an unexcused absence from annual meetings, or actions contrary to IAC's mission or this Advisory Committee's charter.

## **5-SELECTION**

Members are appointed by IAC's Director based on an assessment that includes:

- Review of the application for Advisory Committee membership.
- Applicant attributes (as described above).
- Previous performance history (meeting attendance, participation/contributions).
- Advice from IAC staff and other parties.
- Endorsements from organized groups.

IAC's Director will work to ensure that appointees represent the full range of Washington's geographic, cultural, gender, physical ability, and age characteristics.

## **6-OPERATION METHOD**

IAC staff leads meetings informally, and Committee decisions are made by consensus. Individual project evaluation scores are confidential. Soon after meetings, IAC distributes a summary of proceedings to Committee members for comment and update.

## **7-EXPENDITURE OF ORV REGISTRATION PERMIT AND DEALER FEES**

Before making a funding recommendation to IAC's board for ORV projects, the staff liaison will request a recommendation from the ORV recreationists on the Advisory Committee regarding their wishes for the expenditure of ORV registration permit and dealer fees (RCW 46.09.110 and 46.09.280).

## **8-MEETINGS and COMPENSATION**

Advisory Committee members shall not receive compensation for their service. However, travel and per diem costs, consistent with regulations for state employees and as budget allocations permit, may be paid to non-government Committee members.